

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-568

OPEN PERIOD:

12/15/2009 – 1/14/2010

JOB TITLE:

Attorney-Advisor

PAY GRADE AND SERIES:

GS-0905-12/13

PAY RANGE:

\$72,168 - \$111,566

POSITION LOCATION:

Sacramento, CA.

APPOINTMENT TYPE: PERMANENT - DUAL STATUS
PDCN #: 70685000

Security Clearance Required:

Secret

AREA OF CONSIDERATION: ALL SOURCES

Military grade of O-2 through O-4.

Compatible Military Grade Assignment: MOS 27A

Key Requirements:
THIS IS A PERMANENT POSITION

The position is located in the Joint Force Headquarters – State (JFHQ-ST), Office of the Staff Judge Advocate (SJA). The primary purpose of the position is to serve as the full-time professional legal advisor and support to the Adjutant General, the Commander of federally recognized Army and Air National Guards, and state/territory unique public defense or safety structures. Also serves as the principle professional legal advisor to the United States Property and Fiscal Officer (USPFO), state/territory National Guard senior leadership, state/territory National Guard directorates, and subordinate National Guard commanded units or state/territory level divisions.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:
A. Attorney Advisor (General) GS-0905-12 Trainee

Mandatory Education Requirements: Must have completed a full course of study in a school or law accredited by the American Bar Association with a professional law degree (L.L.B. or J.D.) **AND** be a member in good standing of a United States (state or territory), the District of Columbia, or Commonwealth of Puerto Rico bar.

Copies of Transcripts and Documentation of current active standing in a state bar are REQUIRED for verification. Please submit with your resume and title "Transcript".

OR

B. Education/Experience Combined GS-0905-12: Mandatory Education (See Option A) and at least 1 year experience in performing legal research strategies and techniques, including complex issues; experience researching matters containing complex factual or policy issues requiring extensive research and analysis and determining what facts or legal issues are relevant, the legal conclusion based upon the facts and the relevant legal authorities; experience in performing a variety of legal issues which demonstrates expert level knowledge of the controlling statutes, regulations and case law pertaining to the subject matter of the particular issue sufficient to develop legal opinions through the litigation process or administratively, which may alter the state of the law in the particular area.

****PLEASE PROVIDE A LEGAL ANALYSIS WRITING SAMPLE OF FIVE PAGES OR LESS WITH YOUR RESUME.**

PLEASE SUBMIT AS "QUALIFICATIONS".**

C. Mandatory Education Requirements for GS-0905-13: Must have completed a full course of study in a school or law accredited by the American Bar Association with a professional law degree (L.L.B. or J.D.) **AND** be a member in good standing of a United States (state or territory), the District of Columbia, or Commonwealth of Puerto Rico bar.

Copies of Transcripts and Documentation of current active standing in a state bar are REQUIRED for verification. Please submit with your resume and title "Transcript".

AND

D. Specialized Experience GS-0905-13: Must have 5 years experience in performing the most complex legal research strategies and techniques sufficient to research legal issues where no clearly applicable precedents are available or it is arguable which precedents apply; experience in performing a variety of legal issues of extreme difficulty requiring a high order of legal endeavor with the incumbent often having to balance conflicting interests; experience in oral and written communications sufficient to pursue the particular legal issue against oppositions which vigorously contest the CNG position and is highly sophisticated and talented, usually involving top attorneys in both the private and public sector; experience in applying legal judgment which demonstrates the ability to apply ingenuity and sound legal judgment in interpreting statutory authority, relevant case law, legal references, CNG policy and guidelines, regulations and relevant authorities; experience working independently, plan and organize work, investigate facts, search legal precedents, draft necessary legal documents and develop conclusions and recommendations; experience in providing completed work that is presumed to be accurate with respect to legal citations, treatment of facts and other respects of technical treatment and may be subject to review for soundness of approach and argument, application of legal principles and consistency with governing policies, procedures and regulations of the CNG; and experience in applying artful negotiation skills to represent the CNG in vigorously contested matters that may have a direct or indirect impact on the mission of the CNG and legal matters that can have the effect of substantially broadening or restricting the authority or activities of the CNG.

****PLEASE PROVIDE A LEGAL ANALYSIS WRITING SAMPLE OF FIVE PAGES OR LESS WITH YOUR RESUME. PLEASE SUBMIT AS "WRITING SAMPLE".****

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-13 position indicated above may be considered for GS-12 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-13 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Skill and ability to arrive at a legal conclusion based upon the facts and the relevant legal authorities.
2. Knowledge of controlling statutes, regulations and case law.
3. Skill in written and oral expression.
4. Skill in developing legal strategies or approach.
5. Skill in interpreting a variety of legal references.
6. Skill in presenting the legal options and their ramifications when giving legal advice.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items (i.e., Flight Records, Bar Certification), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER